

**FRANKLIN COUNTY CHILD SUPPORT  
ENFORCEMENT AGENCY  
80 E. Fulton Street  
Columbus, Ohio 43215**

**J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Account Clerk 2 (Bargaining Unit) **PCN:** 083301

**DEPARTMENT:** Disbursements

**SUPERVISOR:** Michel Wheeler, Account Clerk Supervisor

**HOURS OF WORK:** 8-Hour Shift, Ending No Earlier Than 4:00 P.M.

**PRIMARY RESPONSIBILITIES:** Enter new child support cases on the computer system and create the correct ledgers. Maintain all data elements contained on the computer system and update information as necessary. Respond to telephone inquiries and provide information. May assist and participate in data maintenance of payment history for distribution or review releases, suspension, open/or reopened cases for appropriate payback or assist in the identification process of payments. Monitor and take proper action on all monies in suspense accounts. Calculate and adjust ADC payments and maintain the distribution process. Adjust or correct accounts, ledgers, error postings and misdirected payments. In addition to the regular duties of an account clerk, this position will serve as a mentor to new employees, as well as function as a lead worker by providing work direction and training to other account clerks in assigned unit.

**MINIMUM QUALIFICATIONS:** Prefer minimum of one year experience as an account clerk plus have working knowledge in each of the following areas: Case Establishment/Closure/Maintenance, Case adjustments, and Case Research. Ability to calculate fractions, decimals & percentages & to read and write common vocabulary plus: 2 courses in high school accounting or accounting for bookkeepers offered by a college (or 6 mos. exp.); 1 course in applications of adding machine & calculator (or 1 mo. exp.) or equivalent.

**SCREENING CRITERIA:**

- Excellent customer service record
- Excellent communication skills
- Accounting experience
- Demonstrated work record of assisting others

**DEADLINE FOR APPLYING:** Tuesday, August 8, 2006

**STARTING SALARY:** \$10.24/hour, plus 9% PERS paid by employer.

If interested, please send application/resume to the Franklin County Human Resources Department, 373 S. High Street, 25<sup>th</sup> Floor, Columbus, OH 43215.

-EOE-

7/25/2006